

October 27, 2003

School District/ESD  
Address  
City, WA. Zip Code

The School Administrative Match Program has scheduled two additional trainings for school Ad Match Coordinator and other staff who missed the September and October statewide trainings. These trainings are scheduled for November 18 in Yakima and December 5 in Tumwater. Attached are the agenda, time and location of the training sessions.

Training is mandatory for each contracted school district's School Administrative Match Coordinator. School district staffs responsible for conducting outreach and linkage activities and submitting claims to MAA are encouraged to attend. Pre-registration is required and can be completed electronically at: <http://maa.dshs.wa.gov>, Administrative Match/Schools, MAA School Ad Match Registration. The training calendar and registration form can also be found on the website.

If you are unable to register on-line, please e-mail the information that is requested on the registration form to: [roberrg@dshs.wa.gov](mailto:roberrg@dshs.wa.gov) . We look forward to seeing you at these training sessions.

Sincerely,

Richard Hancock, Section Manager  
School Admin Match Program  
Medical Assistance Administration

Att.

**Training Schedule**  
**NOVEMBER 2003**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
3	4	5	6	7
10	11	12	13	14
17	18 <i>School Ad Match</i> <i>Training</i> <b>Yakima Valley</b> <b>Comm. College</b> 16 <sup>th</sup> & Nob Hill Blvd. Yakima, WA <b>Parker Room</b> (509) 574-4600 10am – 3:30pm	19	20	21
24	25	26	27	28
30				

**Training Schedule**  
**DECEMBER 2003**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1	2	3	4	5 <i>School Ad Match Training</i> <b>Dept. of Labor &amp; Industries</b> 7273 Linderson Way SW <b>Auditorium</b> (360) 902-5799 Tumwater, WA 10am – 3:30pm
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**MAA's  
SCHOOL ADMINISTRATIVE MATCH PROGRAM**

**AGENDA  
November & December 2003**

10:00 a.m. – 10:15 a.m.	Welcome & Introductions
10: 15 a.m. – 10:30 a.m.	Overview
10:30 a.m. - 10:50 a.m.	Program Goals & Performance Measures
10:50 a.m. – 11:00 a.m.	<b>BREAK</b>
11:00 a.m. – 12:00 Noon	Medicaid 101 (Eligibility, Application Process, Healthy Options, EPSDT, Resources)
12:00 Noon – 1:00 p.m.	<b>LUNCH – <i>On Your Own!</i></b>
1:00 p.m. - 1:35 p.m.	Allowable Activities
1:35 p.m. – 2:00 p.m.	Time Study & Forms
2:00 p.m. – 2:30 p.m.	Claiming Instructions
2:30 p.m. - 2:40 p.m.	<b>BREAK</b>
2:40 p.m. - 3:00 p.m.	Monitoring
3:00 p.m. - 3:30 p.m.	Closing Remarks Q & A